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Book: Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes

Section: Lesson 8. Working with Publication Frames

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Inserting a Frame

When you place an item, such as text, a picture, or another object, on a publication page, you are actually inserting a *frame* that contains the particular item. Being able to insert, delete, or move frames and manage their border and color attributes provides you with the capability to give your publication pages a customized look and control the overall layout of individual pages.

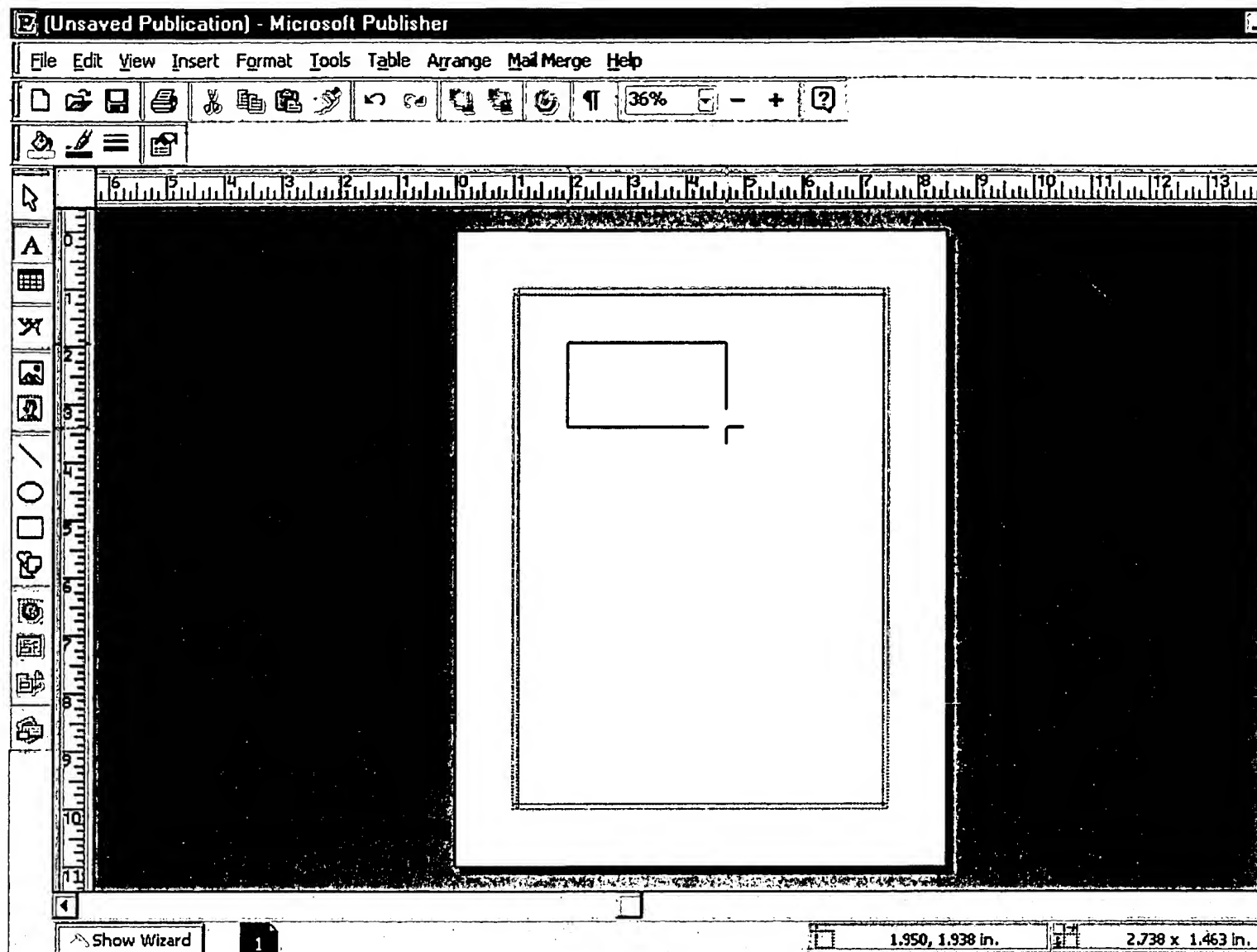
Plain English

Frame The bordered space that holds your text, picture, or other item.

To place a frame on your page follow these steps:

1. Click a frame tool on the Publisher toolbar (such as the Text Frame tool).
2. Place the mouse pointer on the page where you want to place the new frame. The mouse pointer becomes crosshairs (see Figure 8.1).
3. Click and drag to create the frame as shown in Figure 8.1 (you determine the height and width of the frame).

Figure 8.1. Click and drag to place the new frame on your publication page.



The new frame appears on your page. Your next action depends on the type of frame you created. If you used the Text Frame tool to create the frame, you now type the text you want to place in the frame (For more about working with text, see Lesson 10, "Changing How Text Looks.") If you used the Picture Frame tool, the Insert Clip Art dialog box appears, enabling you to insert your choice of pictures. (For more about working with pictures and clip art in Publisher, see Lesson 11, "Working with Graphics.")

When you have the frame on the page, a number of options are available to you. You can size the frame, move the frame, delete the frame, or group the frame with other frames on the page. These frame manipulations are covered in the balance of this lesson.

Removing a frame from a publication page is very straightforward. Select the frame that you want to delete, and then press the **Delete** key on the keyboard. This removes the frame from the publication.

Caution



Undoing the Placement of a New Frame If you place a frame on a page and want to quickly remove it, click the **Undo** button on the standard toolbar.

URL <http://proquest.safaribooksonline.com/0672315696/ch08lev1sec1>

Additional reading

Safari has identified sections in other books that relate directly to this selection using Self-Organizing Maps (SOM), a type of neural network algorithm. SOM enables us to deliver related sections with higher quality results than traditional query-based approaches allow.

Section Title	Book Title
1. Connecting Text Frames	Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes
2. Adding Text to Your Publications	Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes
3. Creating Text Frames	Real World Adobe InDesign CS By Olav Martin Kvern, David Blatner
4. Text	Real World Adobe InDesign CS By Olav Martin Kvern, David Blatner
5. Working with Publication Frames	Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes
6. Making Graphic Frames	InDesign 1.0/1.5 for Macintosh and Windows: Visual QuickStart Guide By Sandee Cohen
7. "I see the picture box tools, but where are the tools for text boxes?"	Moving to InDesign By David Blatner, Christopher Smith, Steve Werner
8. Text Frame Properties	Moving to InDesign By David Blatner, Christopher Smith, Steve Werner
9. Working with Frames	Adobe® InDesign® 2.0 Classroom in a Book® By Adobe Creative Team
10. Fitting a Frame to Its Text	InDesign for QuarkXPress Users By David Blatner, Christopher Smith, Steve Werner

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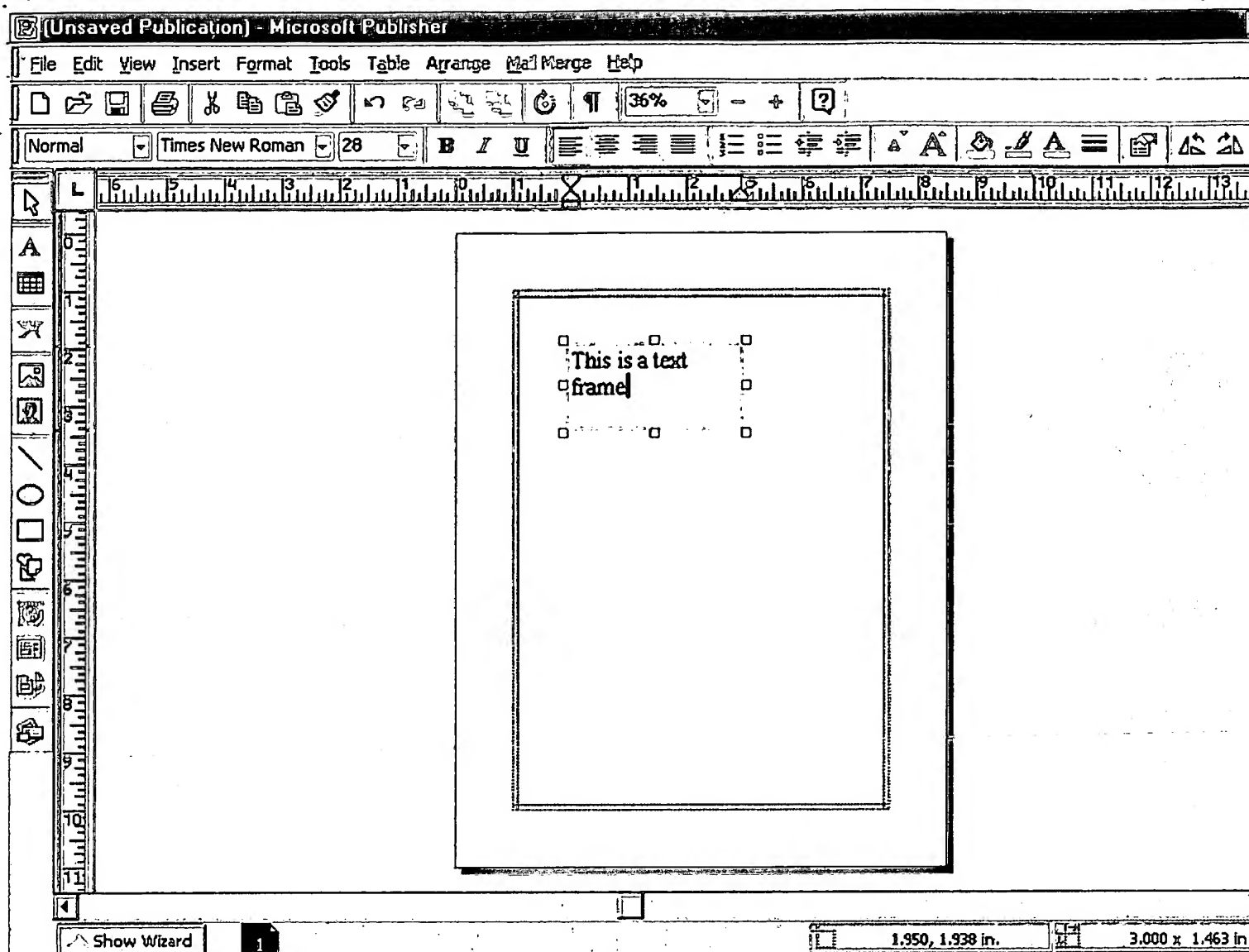
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Sizing a Frame

You can change the width, height, or both of a frame that is located either on a publication page or in the background of your publication (see 16, "Formatting Publication Pages"). Changing the size of a frame is accomplished using the sizing handles that appear on the selected frame.

Figure 8.2. The sizing handles provide you with a way to change the height or width of a selected frame.

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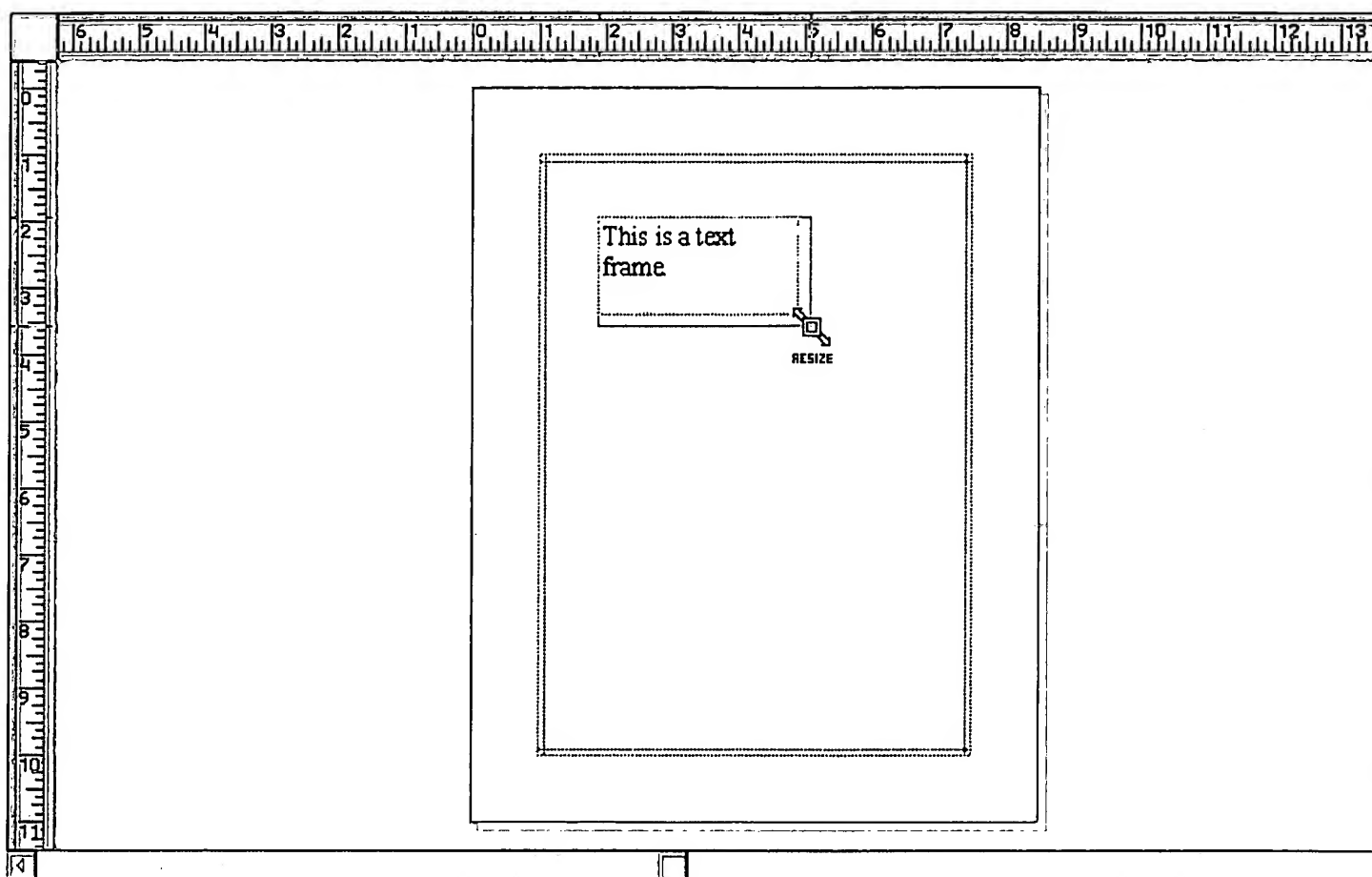


Select the frame by clicking the object that is contained in the frame. Sizing handles appear on the border of the frame (see Figure 8.2). To change frame size, select one of the options discussed in the following bulleted list:

- **Change the Width** To change the width of the frame, place the mouse pointer on one of the sizing handles on either of the vertical border (left or right) of the frame. The mouse pointer changes to a **Resize** pointer. Drag to change the width of the frame.
- **Change the Height** To change the height of the frame, place the mouse pointer on one of the sizing handles on either the top or bottom horizontal border of the frame. Drag to change the width of the frame using the **Resize** pointer.
- **Change the Width and Height** To change the width and height of the frame simultaneously and maintain the current width and height, place the mouse pointer on any of the diagonal sizing handles (handles positioned where the vertical and horizontal border meet in a corner). Drag to change the overall size of the frame (see Figure 8.3).

Figure 8.3. Drag any of the sizing handles to change the size of the frame.

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**Tip**

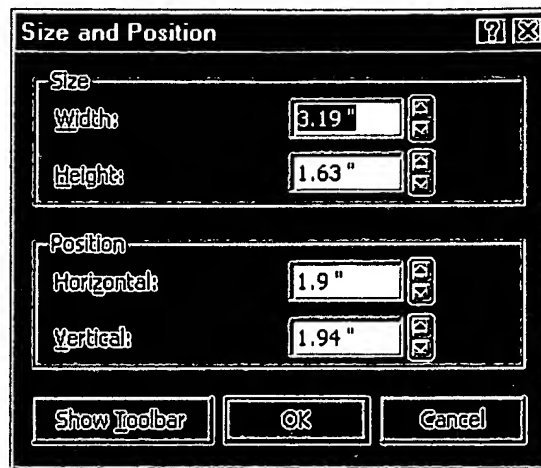
Zoom Out When Sizing a Frame If you zoomed in on a frame to place text or some other object in it, you might want to zoom out to the Whole Page view when you size your frame. Click **View**, then **Zoom**, and then **Whole Page** to switch to the Whole Page view. Now you can size the frame in relation to other frames on the page.

If you require more exacting measurements than you can attain with the mouse for the height and width of a particular frame, you can also specify measurements in the Size and Position dialog box. Follow these steps to specify an exact set of measurements for a frame:

1. Click anywhere on a frame to select it.
2. Select the **Format** menu, and then select **Size and Position**. The Size and Position dialog box appears (Figure 8.4).

Figure 8.4. Use the Size and Position dialog box to control the size of your selected frame.

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3. Use the click arrows or type a new width in the Width box.
4. Use the click arrows or enter a new height in the Height box.
5. Click **OK** to resize the frame and close the dialog box.

Your frame is resized using the entered width and height values.

Tip

Control Frame Size with the Measurements Toolbar You can also control the size and position of a frame using the measurements toolbar. Select **View**, then select **Toolbars**, and select measurements from the toolbar list. The second set of measurement boxes (from the left) on the measurements toolbar controls the width and height of the selected frame.

URL <http://proquest.safaribooksonline.com/0672315696/ch08lev1sec2>

Additional reading

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Section Title	Book Title
1. Moving a Frame	Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes
2. Fitting a Frame to Its Text	InDesign for QuarkXPress Users By David Blatner, Christopher Smith, Steve Werner
3. Fitting a Frame to Its Text	Moving to InDesign By David Blatner, Christopher Smith, Steve Werner
4. Connecting Text Frames	Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes
5. Inserting a Frame	Sams Teach Yourself Microsoft® Publisher 2000 in 10 Minutes
6. Creating Text Frames	Real World Adobe InDesign CS By Olav Martin Kvern, David Blatner
7. Setting Text Frame General Controls	InDesign CS2 for Macintosh and Windows: Visual QuickStart

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Grouping Frames

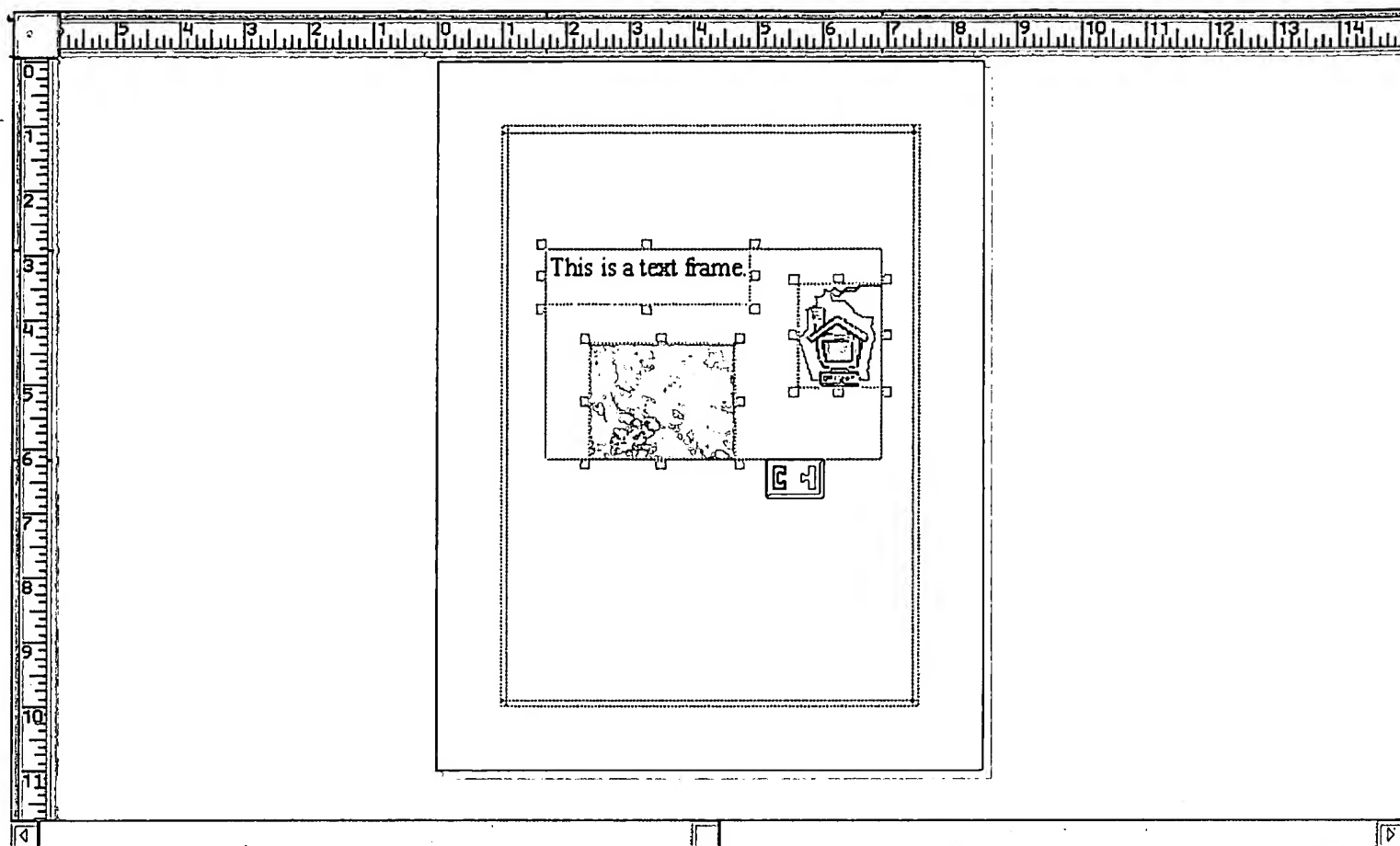
After you place frames on a page, you might want to adjust the overall positioning of all the frames in relation to the top or bottom of the page or some other special element on the page (such as a large banner heading). Moving each of the frames individually can be time-consuming and frustrating, especially if you have the frames currently positioned exactly where you like them in relation to each other.

The solution to this problem is to group the frames and then move them together as one unit. This enables you to fine-tune the layout of the page without moving each frame individually.

To group frames, follow these steps:

1. Select the first frame to be in the group by clicking it.
2. Hold down the **Shift** key and select additional frames. Notice that a selection box appears around all the selected frames as shown in Figure 8.6. A Group Objects icon also appears on the selection box.

Figure 8.6. Group several frames and then move them together to a new position on the page.



You can now move the entire group of frames by clicking the group frame and dragging it to a new position. You can also delete all the select frames or copy and paste them on another page in your publication.

When you finish manipulating the grouped frames, click anywhere outside the group to make the group frame disappear.

If you want to group the objects on a more permanent basis (keep them together as a group), select the frames to be part of the group, and then select **Arrange** and **Group Objects**. Even when you click outside these grouped frames to deselect them, the group remains intact. Click any frame in the group, and all the frames are selected within the group frame. Selecting the **Ungroup Objects** command on the **Arrange** menu ungroups the frames in a selected group.

Tip

Arrange Frame Groups Using the Align Objects Command You can also **Align Objects** command align an entire group of objects (or just one object) using the **Align Objects** command. Select a group of objects. Select the **Arrange** menu, and then select **Align Objects**. In the **Align Objects** dialog box, use the appropriate option buttons to align the frames from left to right or top to bottom.

URL <http://proquest.safaribooksonline.com/0672315696/ch08lev1sec5>

Additional reading

<http://proquest.safaribooksonline.com/JVXSL.asp?x=1&mode=print&sortKey=rank&sortOrder=desc&vie...> 2/15/2006